

THE COORDINATOR

NEWS FOR ARIZONA'S TRAINING COORDINATORS



Welcome to ***The Coordinator***, a quarterly online newsletter for training coordinators and other judicial employees involved in training and education. In each edition you will find valuable information about upcoming training events, COJET policy, resources you can use, and insights from your peers in the judiciary. We always welcome your ideas and feedback at JSEC2@courts.az.gov

Judicial Education Center, Phoenix

Upcoming Events

Please visit the [Education Services Division Calendar](#) for more information on the following events.

January		March	
20-22	Institute For Court Management (ICM) Leadership	4	Training Coordinator Conference
February		14-17	Intensive Probation Supervision
1-12	Probation Officer Certification Academy	23-25	Arizona Court Managers (ACM) AZ Plus Capstone
18-19	Arizona Court Supervisor (ACS) Essential Components of Probation Supervision		
24-26	Arizona Court Managers (ACM) Managing Human Resources		
26	Arizona Court Managers (ACM) Plus Diversity		
29-3/2	Faculty Skills Development		

In the Spotlight

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[Open to Everyone: Access to Justice in Arizona's Courts Through Inclusion](#) (meets 2016 Ethics Core Requirement)

National Scene

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2015 COJET Compliance Reporting Deadline

A link to the **2015 COJET Compliance reporting form** (in Excel) was emailed to statewide training coordinators on December 4, 2015 and posted on the [Training Coordinator website, COJET Compliance page](#). Per ACJA 1-302, the COJET reporting submission deadline is **Friday, January 29, 2015**, nonetheless, designated training coordinators are highly encouraged to submit their individual reports as early as possible to assist the AOC in expediting the reporting process, which culminates with a final statewide report to the Chief Justice of the Supreme Court. Please **email** your COJET report to vmurillo@courts.az.gov. Please **DO NOT** mail a hard copy to the AOC. Training coordinators must keep the original signed copy on file with the court or department for 5 years.

2016 COJET Requirements

On Wednesday November 25, 2015, Chief Justice Scott Bales signed AO 2015-96 which **removes the annual Core Curriculum requirement** from the *Arizona Code of Judicial Administration, Section H. 3. General Requirements for Compliance*, **effective January 1, 2016**.

A copy of this administrative order can be found here: <http://www.azcourts.gov/Portals/22/admorder/Orders15/2015-96.pdf>.

All other compliance requirements—including annual ethics and computer and network security training requirements, and the minimum required number of “live” training hours—remain as-is.

Save the Date—2016 Training Coordinator Conference!

The 2016 Training Coordinator Conference will be held **Friday, March 4, 2016** from 9:00AM - 4:30PM at the Judicial Education Center located at 541 E. Van Buren, Suite B4 in Phoenix, Arizona. Do you have a resource or curricula you wish to share with other Training Coordinators? Please email rsapra@courts.az.gov. Registration information coming soon.

Arizona Courts Association Spring Conference

The Arizona Courts Association (ACA) Spring Conference will be held April 20-22, 2016 at the Prescott Resort and Conference Center. This conference is for all court employees and will offer its attendees the opportunity to hear presentations from outstanding faculty and network with peers across Arizona. This two and a half day conference will be COJET accredited and offer a diverse selection of topics. Registration will be available soon on the www.arizonacourtsassociation.org website.

Court Leadership Program

The Leadership Institute is excited to announce that the Arizona Court Supervisor (ACS) 'Essential Components of Probation Supervision' class will be held February 18th and 19th, 2016 at the Judicial Education Center in Phoenix. Any probation supervisors working towards their ACS certification who have not taken this class should mark their calendars now! Registration is available online at www.azcourts.gov/clia. For any questions about the registration process, please contact Vikki Cipolla-Murillo at 602-452-3005 or vmurillo@courts.az.gov.

2015 Arizona Court Executive (ACE) Program



Congratulations to the 2015 Arizona Court Executive (ACE) graduating class. Twenty- six Arizona Court Executives completed their coursework and attended the graduation ceremony in the State Courts Building ceremonial courtroom in August 2015. Graduates of the ACE program also receive the Certified Court Executive credential from the National Center for State Courts. Graduates are: Maria Aguilar Amaya, Administrative Office of the Courts; Dyhanna Anderson, Prescott Valley Magistrate Court; Shelly J. Bacon, Superior Court in Yavapai County (not pictured); Theresa J. Barrett, Administrative Office of the Courts; Jennifer Carter, Williams City Court; Summer Dalton, Administrative Office of the Courts; Mary Foltz, Administrative Office of the Courts; LuAnn Garbini, Superior Court in Navajo County (not pictured); Raquel F. Garcia, Florence Justice Court (not pictured); Hon. Juan Pablo Guzman, Santa Cruz County Clerk of Superior Court; Jeffrey L. Hanton, Downtown Phoenix Justice Court; Keith Bradley Kaplan, Fountain Hills Municipal Court; Irene H. Mendez, Surprise City Court (not pictured); Aaron Nash, Maricopa County Clerk of Superior Court (not pictured); Ramona M. Panas, Pima County Juvenile Court Center; Veronica Pineda, Camp Verde Municipal Court; Janie B. Randall, Cottonwood Municipal Court; Kathleen M. Schaben, Superior Court in Yuma County; John Schow, Pima County Juvenile Court Center (not pictured); Heather Seets, Superior Court in Yavapai County; Carl C. Sheets, Pima County Adult Probation (not pictured); Honorable Roxanne K. Song Ong, Phoenix Municipal Court (ret.); Laura A. Spain, Tucson City Court; Honorable B. Don Taylor III, Phoenix Municipal Court; Jennifer Torchia, Pima County Juvenile Court Center; Valerie A. Winters, Superior Court in Mohave County (not pictured).

Recorded Sessions Available Now

Improving Your Cyber Hygiene

With the escalating arms race between good guys and bad guys bombarding you with constant headlines about new computer insecurities, you may be tempted to succumb to “Data Hack Fatigue.” While we all rely extensively on computer security software and experts to protect us and our valuable data in an always-connected world, we cannot outsource our own personal awareness or responsibility to act wisely. Stewart Bruner, from AOC’s IT Division and host of previous cybersecurity broadcasts, will be joined by Mike Lettman, Chief Information Security Officer for the State of Arizona, to inform you about basic cyber hygiene, provide some interesting lessons learned from recent mistakes of others. Your own awareness is the most valuable tool in preventing cybercrime – knowledge translates to deterrence.

(Meets Computer/Network Security Requirement)



[Handout Materials](#)

Open to Everyone: Access to Justice in Arizona’s Courts Through Inclusion

Though Arizona’s courts and the justice that emerges from them belong to all of us, do we, in our day-to-day work lives, behave in a manner that reflects this imperative? Join Judge Louis Frank Dominguez, Presiding Judge of the Surprise City Court and Gabe Goltz from AOC’s Education Services Division as they explore aspects of diversity and bias. This session will both engage the best instincts in Arizona’s judicial branch employees and challenge those often-hidden forces that undermine those instincts. Be prepared to take a hard look at yourself and others, and emerge ready to best serve everyone who walks through the courthouse door or works with you.

(Meets Ethics Requirement)



[Handout Materials](#)

The Association for Talent Development (ATD)

www.td.org

The Association for Talent Development (ATD) is a professional membership organization supporting those who develop the knowledge and skills of employees in organizations around the world. The association was previously known as the American Society for Training & Development (ASTD).

ATD has two chapters in Arizona (Phoenix and Tucson) for in-person training opportunities and offers many free online resources to the public, with additional benefits to their members.

The Education Services Division has purchased several ATD curriculum books for use by Training Coordinators, including curricula in Communication, Diversity, Ethics, Customer Service and many more. Contact us today to get a complete list of available curricula ready to check out!